



ERAC Employee Relations Advisory Committee

**Meeting Minutes**

Wednesday, October 12th, 2016

10:00 a.m.

UC 306

Members: Ashley Baker, Bob Bruneio, Peter Bryan, Clara Buie, Robin Dougherty, Susan Ellis, Angela Scott Ferencin, Liz Hill, Katrina Kraft, Ellen Z. Lewis, Ellen Liebenow, Rose Anne Martinuzzi, Mary Jo McNulty, Liz Miller-Coleman, Traci Mindler, Morgan Nelson, Melanie Rehm, Robin Schenkel, Jen Topp, Marlene Vant Hoogt, Michael Weaver, Judy Zavalydriga

Absent: Jennifer Topp, Peter Bryan, Ellen Liebenow, Judy Zavalydriga, Bob Bruneio

Guest speakers: Erin Kintzer, Director of Real Estate Services & Chris Halladay, AVP Human Resources

Minutes taken by Morgan Nelson beginning at 10:04AM.

**1) Welcome!**

2) **10:15AM** – Chris Halladay, AVP, Human Resources to discuss work place dynamic survey.

- This survey was done in conjunction with The Morning Call and the “Top Places to work in the Lehigh Valley”. The questions are very general and not super specific. Lehigh falls into the category of large employer in the Lehigh Valley. The survey is now closed and HR has access to the data. The responses are only going to Chris Halladay and President John Simon and they will then decide how they are going to implement them. Chris is working to find a way to distinguish the different surveys that will be coming out throughout the school year.

3) **10:30AM** – Erin Kintzer, Director of Real Estate Services

- Office of Real Estate Services located on Broadhead and is over one year old. In 2012, Lehigh received the donation of the Stabler Properties

which needed to be managed. Most of that land that Lehigh received is undeveloped. There is also a University interest in engaging more in the Southside of Bethlehem. Real Estate Services has a vision goal of “providing strategic and comprehensive real estate services that align with and supports the University’s strategic plan, master plan and institutional goals”. Areas of responsibility include acquisition, development, disposition, leases, property management, joint ventures and partnerships.

- ABM Building on 4<sup>th</sup> & Adams will be renovated to student housing. The old 48 Hours Movie on 4<sup>th</sup> and Brodhead will be Barre 4. This building is now owned by Lehigh University.
- Relocate key office to enhance renaissance of the Southside (3<sup>rd</sup> and New, Flat Iron, SBDC, LU Police Station). 3<sup>rd</sup> and New Street will be a new building for Advancement. Flat Iron Building will house University Communications & Public Affairs (30+ staff, move in June, most of 3<sup>rd</sup> floor and all of 4<sup>th</sup> floor is for Lehigh).
- Faculty & Staff Housing Program  
Recruiting & Retention, Community, Social Engineering/Neighborhood, Stabilization, Land Control, Blight, Health, Reduce University parking demands, Faculty/Staff presence during non-working hours
- Current Program – home buying assistance grants
- Potential Programs – Campus Edge Rental Program
- Properties for faculty and staff housing can be found on their website [www.financeadmin.lehigh.edu/content/faculty-staff/housing](http://www.financeadmin.lehigh.edu/content/faculty-staff/housing)

4) **Approval of Minutes by Traci Mindler & Michael Weaver**

5) **Approval of Treasurer Report at \$2,990.00. Approved by Mary Jo McNulty & Katrina Kraft**

Upcoming expenses include Knowledge at Noon Lunch & Phantoms Tickets

## 6) Committee Chair Report

- **Communications (Co-Chairs Ashley Baker and Katrina Kraft) –**  
Knowledge at Noon will take place this week. We are meeting once a month and we just met last week. We have been talking about a Communication Policy because in the past ERAC has been requested to send out emails to staff other groups along campus. Committee discussed doing a program where a staff member is showcased who makes some sort of contribution to the community outside of Lehigh (e.g. Photo of staff members & short bio – to be included in the Spotlight). Committee is requesting help to receive nominations from ERAC. Suggestions/Ideas are greatly appreciated. Mary Jo will be adding 25 Be Well Points if you attend a Knowledge at Noon. We just confirmed that we are getting 100 tickets for the Iron Pigs Father's Day game (June 18<sup>th</sup>) in the spring.
- **REACH & Liasion (Clara Buie, Liz Hill, Ellen Liebenow, Jennifer Topp)**  
We currently have 18 people signed up for the cohort. First session is a networking held on October 26<sup>th</sup>, 2016. President Simon will attend the REACH group on February 15<sup>th</sup>, 2017.  
**International Week is November 4<sup>th</sup>- November 12<sup>th</sup>**  
\*more information please contact Clara Buie
- **Awards, Membership & By Laws (Mary Jo McNulty & Peter Bryan)**  
**\*committee members will vary)**  
Committee is working on timing and receiving more information.  
Nothing to report on By Laws committee
- **Executive Committee (Chair Angela Scott, Co-Chair Liz Miller Executive Secretary Morgan Nelson)**  
We meet with Pat Johnson on a monthly basis to discuss topics that are taking place on campus. We will share information from our meeting with Pat Johnson to the ERAC members.

- **Open Discussion**

- Discussion about events and how the University needs to work with Departments that do not close for events.

**7) Meeting adjourned at 12:01PM by Traci Mindler and Morgan Nelson.**